

Preparing for the judging process can seem overwhelming at times. This guide is meant to help you navigate through the process with the needed tools and tips for the job.

Who can be a judge? Judges can be local professionals in the arts, teachers in the arts, editors of newspapers, graphic designers, musicians, photographers, local news professionals and journalists, curators, etc. Avoid using parents or teachers from your own school as you want to keep your judging blind* and fair. *see below

How many judges do I need? It is recommended that you have a minimum of three judges to avoid ties. Most local units (school level) use between four and six judges, however, you may use more if you feel it's necessary.

How long does the judging take? Make sure your judges are prepared to spend several hours judging pieces. Elementary chairs must judge Intermediate and Primary pieces separately.

Where can I hold my judging? Many chairs hold the judging at their school in the media center, multipurpose room, cafeteria, gym, etc. You may hold judging off school grounds but make plans to safely transport artwork. Remember, these spaces fill up quickly, so check availability as soon as possible and get it on the schedule!

How should the artwork be judged? Artwork should be judged on artistic merit/ability, creativity, mastery of medium, and theme interpretation. You may separate your artwork and have one judge's sheet for each art category or you can use one judge's sheet per age division. Remember to label artwork with a number or code that correlates with the judge's sheet. Elementary chairs remember to judge Primary and Intermediate artwork separately. Sample judges' sheets can be found below.

How do I keep my judging "blind"? Your judges do not need to know the name of the student or their personal contact information. The student entry form has a dotted line to encourage chairs to fold and hide personal information. Suggestions to help conduct a blind judging include:

- *Literature: Distribute photocopies of only front side of each literature entry; send original to WCPTA.
- *Music, Dance, & Film: Make a master CD/DVD of all entries for each art division-omit names.
- *Photography & VA: Cover personal information or write all needed info for judging on index cards.

When should I hold my school judging? Plan to hold your school judging the first week of November. You will use the following week to prep your winning piece to be delivered to WCPTA Drop-off in mid-November. Please contact Leah Williams for more details about WCPTA Drop-off at: reflections@wakepta.org

Do I need to give the judges gifts? It is always nice to say thank you to your judges for taking a few hours out of their day to help judge your PTA Reflections Program. If you have limited funds, you can make appreciation certificates or thank you cards. Some chairs also give school/PTA merchandise or make gift baskets.

What if I don't agree with the judges' results? All results from judges are final! No chair, student, parent, teacher, or administrator may contest the results. Do not release the judges' names or personal information to **anyone!** This will help deter anyone wanting to contest the results. Make sure your judges understand you plan to keep their identities private.

Can a judge question if the student did the work on their own? Perhaps they have seen it before or think it is too advanced for that age division. Yes. If the piece looks familiar, try using an online search tool to look for similar artworks. Also check with the school's art teacher to see if the artwork is consistent with work he/she



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has seen the student display in class. If the art teacher or online search confirms the piece is a copy or is not consistent with classwork, indicating help from someone else, remove it from judging.

Judging Process: If using your school, make sure judges know where in the school to go and ALWAYS make sure to have them sign-in at the front desk! Be sure to explain what the program is as well as the different art categories. Make sure to explain how important Theme Interpretation is, 1/3 of overall score, and students express theme interpretation through the required artist statement under the title on the student entry form.

Below are judge score card examples for viewing-partially filled out. You may use these formats or create your own.

2016-17 Reflections Judges' Sheet for: **your school name here** Current Theme: "What Is Your Story?"

Judge Name: _____ Age Division: _____ Art Division: _____

Artwork Code (# given to art)	Artistic Creativity----15 pts max (originality of piece in conception)	Artist Ability----15 pts max (skill & technique of art)	Theme Interpretation---20 pts max (how well piece fits current theme)	(max score of 50) Total Score
201				
202				
203	10	13	19	42
204	15	14	8	37

Notice how piece #204 scored higher in originality an ability but much lower in theme? This is why we stress that students need to explain how their piece fits the current theme in the artist statement area of the entry form.

SCHOOL'S NAME HERE 2016-17 Reflections Program "What Is Your Story?" Score Card

Judge Name: _____ Please circle age division: PRIMARY INTERMIDATE

Score the following areas from 1-10 with 10 being the highest. **Remember** Theme Interpretation carries a higher weight.

Artwork Code (# given to art)	Artistic Creativity (originality of piece in conception)	Artist Ability (skill & technique of art)	Theme Interpretation (how well piece fits current theme)	Total Score
6 VA	5	6	8	19
7 VA	4	4	7	15
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1 P	6	6	9	21
2 P	2	5	8	15



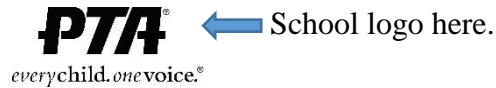
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This example works great if you want to use one form for all the different art categories. Leave a blank space between divisions and make sure artwork codes match art categories-**2 P** means second photography.

Below is an example of a thank you letter for judges to help inspire your own. Thank you letters are optional.



Date: 2017-18

Welcome and thank you Reflections Judge!

As a judge for our PTA Reflections program, we thank you for supporting arts in education and the cultural exploration of our students. As an expert in your arts area, your enthusiasm contributes to the vibrancy and creativity of our school and thus our community.

A recent education report shows art education strengthens problem solving and critical thinking skills. We appreciate the time you have set aside during your busy schedule to help be a part of this wonderfully inspiring art program.

If you have any questions during or after the judging process, feel free to contact me at the provided phone or email address below. I will let you know if our school pieces advance at the higher levels.

Respectfully,

School Chair and Title

Phone number

Contact email